

**SKILLSLINK SUBJECT QUIZ****Win a T-shirt and Time!**

Over the past year, we have tracked your hot topics.

Test your knowledge of the hottest training topics in Ontario. Answer the following questions and fax the completed Quiz back to us. The first three clients who come closest to answering all questions correctly will win a SkillsLink "We're in Training for You!" T-shirt and 30 minutes of free online time.

Try your luck and we'll report on how you did in the next issue of SkillsLink News.

1. According to our Client Services team, all of the subject areas below were in high demand last year. **CHECK THE THREE MOST POPULAR SUBJECT AREAS FROM THE FOLLOWING LIST:**

- ☐ TQM and quality control & assurance  
☐ Human resources  
☐ ESL, literacy and ABE  
☐ Train the trainer  
☐ Communication and interpersonal skills  
☐ Project management

- ☐ Computers, technology management & programming  
☐ Customer service  
☐ Accounting and finance  
☐ Software and microcomputers  
☐ Business (planning, budgeting, etc.)  
☐ Sales & marketing

2. Many SingleSearch and online requests relate to a specific target group. Based on the popularity of requests to SkillsLink over the past year, **CHECK THE GROUP THAT YOU THINK RECEIVES THE MOST TRAINING.**

- ☐ Sales  
☐ Management

- ☐ Support staff  
☐ Supervisors

"Yes! I want to win a SkillsLink T-shirt and 30 minutes of free online time. Please check my responses and let me know if I'm a winner."

**FAX OR MAIL**  
 this entry form to:  
**Ontario Training Corp.**  
**1099 Bay Street**  
**Toronto, Ontario**  
**M5S 2B3**  
**FAX (416) 975-0782**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

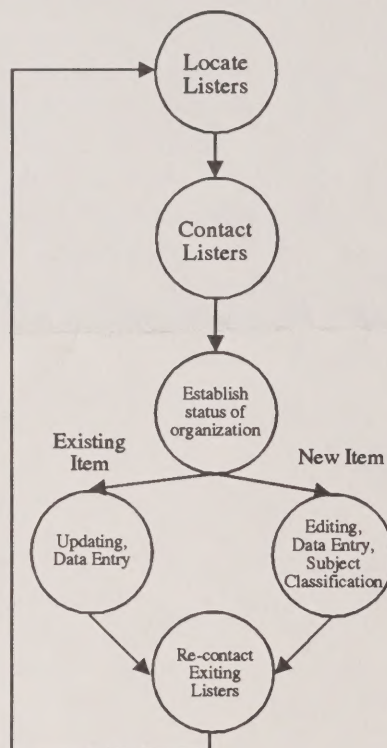


After the facts are entered for a particular training event or tool, SkillsLink's subject classification experts work on assigning the most specific subject categories from our list of 14,000 headings. While the average number of subject categories assigned to each training resource description is three, there can be many more depending on the subjects covered by the training.

Not only do we update information on training on SkillsLink, but we constantly review and modify our list of subject categories and how we cross reference them to provide the best access for you. For example, business process reengineering or BPR was added to our subject list to reflect the growing number of training resources that deal with this topic.

As with all SkillsLink subject categories, we do the work of cross-referencing for you. In addition to assigning subject categories to each training resource, we cross reference all subject categories to synonyms,

acronyms, abbreviations, and grammatical variations so that you need only enter one word or phrase to pull out all related training on SkillsLink.



*The never-ending cycle of SkillsLink updating.*

To give you an idea of the breadth and scope of subjects that can be searched in SkillsLink, we have updated and again are making available a printed list of the 1,300 general subject categories. Call Sue or Alies in SkillsLink Client Services to order.

If you can't find what you're looking for or want more information on how we classify training resources, call our Help desk line -- 969-8713 in Toronto or 1-800-268-0248 from anywhere in Ontario. We're here to help! ■

*Did you know that SkillsLink has a lot of Garbage in it? If you search for "garbage" you will find 139 training resources dealing with waste management, treatment and disposal and recycling. At SkillsLink, no subject is too dirty for us!*



## NEW AND IMPROVED ACCESS TO GOVERNMENT TRAINING SERVICES INFORMATION

In response to your requests SkillsLink has added three new search features to Option 12 on your Main Menu: Accessing Government Training Services.

**Government Training Services Menu Option 6** allows you to view the current listing of JobsOntario Broker offices (sorted by region). Contact the one nearest you to find out what they can do for you. We will continue to add to this list as more offices are designated.

**Options 7 and 8** now permit you to directly access program information alphabetically by program name or offering organization.

Of course, you can still access federal and provincial training assistance information by target audience or type of resource. And you'll also still find the lists of Canada Employment Centres and Ontario Skills Development Offices.